

RULE NO. 11
GENERAL RULES

I. Filing and Endorsement of Papers

- A. Every paper presented to a Judge for signature and every paper presented for filing shall bear a designation of what it purports to be, the number and title of the case and the name of counsel presenting or filing the same. Every order presented to a Judge for signature shall bear the signature of the individual attorney presenting it on the lower left hand corner of the page to be signed by the Judge.

II. Accounting Procedures

- A. Before a trial is set in any matter involving an accounting, the party required to account shall submit to opposing parties and the Court a formal statement in detail of cash and other property transactions in a form which will furnish information to enable a party to make a reasonable test of the accuracy and honesty thereof.

The opposing party, by pre-trial discovery procedures, shall test the validity of the accounting statements submitted.

Issues shall be made up for trial only by specific exception to separate and specific transactions shown or not shown in the accounting statement.

Items that are set forth in the accounting statement to which no exception is taken shall be deemed correct.

III. Attorney Fees

- A. Appointed Counsel submitting motions for fixing or payment of attorney fees and counsel requesting the Court fix fees in any other case, shall itemize their time, services rendered or other detailed basis for the fee requested and attach a copy thereof to the motion. Orders for payment of Court appointed attorneys' fees shall be presented in duplicate.

No fees will be paid or approved, except interim fees and fees on juvenile dependencies made on special request, until the case is concluded of record with all papers and documents required therefor signed by the Court.

IV. Suspension of Rules

- A. The Court may modify or suspend any of these rules in any given case upon good cause being shown therefor or upon the Court's own motion.

V. Restitution

- A. The Clerk shall pay to the person authorized by Court order to receive the same all restitution monies paid through his/her office at such times as he/she shall find convenient but not less frequently than quarterly.

(Adopted effective September 1, 1996)
